

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Visitor's Procedures for the Leader's Training Course (LTC)

1. All visitors (parents, PMSs, ROO, etc.) must request permission to visit Cadets. Visitors are highly encouraged to visit during the two scheduled off days during each cycle (Cadet free time) or during the Family Day prior to graduation. All chain of command are highly encouraged to attend LTC graduation ceremonies, which occur at 0900, unless otherwise noted. Visits during the in-processing and the Soldier First phases (first 3 days) are not authorized. Formal visits for the purpose of meeting cadets at training sites or in the company area during training are also not authorized.

Cycle	Days off	Family Day	Graduation
1	18 JUN/24 JUN	2 JUL	3 JUL
2	24 JUN/4 JUL	7 JUL	8 JUL
3	22 JUN/4 JUL	12 JUL	13 JUL (begins at 0800)
4	27 JUN/4 JUL	16 JUL	17 JUL
5	4 JUL/8 JUL	20 JUL	21 JUL

2. Visitors (other than parents) such as PMSs, ROOs, SMIs, etc., may request permission to visit training. These requests will be submitted to the LTC Visitor's Bureau (VB) (Bldg 1468, phone (502) 624-0113/0127), providing the information listed in paragraph 3 below. Visitors should be aware that if they are authorized to visit a training site, they will be able to observe training, but will not be able to interrupt training to speak with Cadets.

a. The Visitor's Bureau will receive authorization for training visits from S3 and Cadet visits from the Commandant's Office. Again, Cadet visits are only authorized during the periods listed in paragraph 1 above.

b. If approved, the Visitor's Bureau will inform the visitor of the approval. In the case of Cadet visits, the Commandant's Office will inform the company of the visitor through the LNO.

c. On the date of the visit, visitors will report to the Visitor's Bureau (Bldg. 1468, Room 330) to confirm authorization. VB will send visitor to S3 to pick-up training area pass or to the commandant's office to coordinate cadet link-up. NOTE: POVs are not authorized in the training area without a Range Control pass provided by S3.

d. Any visitor who does not coordinate in advance, will be asked to depart the training site and coordinate with the Visitor's Bureau.

3. Visitors (other than parents) will provide the following information to the Visitor's Bureau:

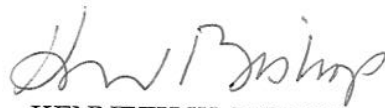
- Visitor's complete name _____
- School name if applicable _____
- Duty position (i.e. PMS) _____
- Date and time visit is requested _____
- Name(s) of cadets to be visited _____

4. Parents who wish to visit may coordinate directly with the Commandant of Cadets Office at (502) 624-0114 or in person (Bldg. 1468, Room 333). If the parent is a VIP (COL/CSM equivalent or higher), the commandant's office will forward POC information to Visitor's Bureau, who will support the VIP accordingly.

5. The point of contact for this policy is the LTC Visitor's Bureau at (502) 624-0113/0127 or the Public Affairs Office at (502) 624-1842/8149.

"Train to Lead—We Commission."

FOR THE COMMANDER:



KENNETH W. BISHOP
COL, IN
Chief of Staff, Leader's Training Course

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